



**BUILDING DESIGNERS**  
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# Rules & Regulations

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To be read in conjunction with the Articles of Association

VERSION: 06.03.19

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## ISSUE REGISTER

VERSION	DESCRIPTION
01/07/14	Initial Issue
01/10/14	Regulation 2.3 amended
21/10/16	Revised Issue
01.07.18	Regulation 2.3 Amended
09.08.18	Regulation 7.2 – Category 8 amended
06.03.19	Regulation 7 – Membership Classes and Regulation 8 – Membership Fees amended

# RULES & REGULATIONS

(Made under Article 59)

All to be read in conjunction with the Articles of Association

## 1. GENERAL

### REGULATION 1.1

- The following document appends the Building Designers Association of Australia (BDAA) Articles of Association
- This document may not necessarily reflect or contain Regulations currently in effect.
- This listing is not meant to be an historical document and does not include rescinded, out-dated, or over-ridden items, nor items that have been subsequently included into the Articles of Association

### REGULATION 1.2

For the purposes of these Regulations, if an act must be done on a day which is not a business day (a business day being a day that is not a Saturday, Sunday or any other day which is a public holiday or bank holiday in the place where the act is to be performed), the act must be done instead on the next business day.

### REGULATION 1.3

Unless contrary to the context, terms used in these Rules & Regulations have the same meaning as given to them in the Articles of Association.

## 2. MEETINGS OF THE NATIONAL MANAGEMENT COUNCIL

### REGULATION 2.1

The National Management Council shall meet at such times as is necessary to allow it to properly conduct the affairs of the Association in accordance with the Articles and these Regulations.

### REGULATION 2.2

The Delegates Council shall meet on a quarterly basis, either as a face to face meeting or by electronic means. Regardless, the Delegates Council will have at least 1 face to face meeting every year.

### REGULATION 2.3

- A. The Delegates Council shall elect from its members, or duly nominated senior members of the association, the National President, two (2) Vice Presidents, Secretary and two (2) Councillors. They will also appoint an Honorary Treasurer. These persons, along with the Immediate Past President will form the National Management Council with a mandate to manage the affairs of the Association under the advice of the Delegates Council.
- B. In the event of a vacancy due to resignation or other natural causes involving any National Management Council member, the Delegates Council shall appoint a member or Delegate to fill the vacancy for the remainder of the term.
- C. National Council Election Process
  - i. Nominations for positions on the National Management Council Election Process are called for submission on or before thirty first (31<sup>st</sup>) day of July each year.

- (ii) Nominations must be submitted to the appointed returning officers (the Executive Officer and or the Executive Secretary).
- (iii) Nominations should be on the form as provided by the association but may be accepted in a format that is legible and contains all the information prescribed in the association form. Each nominee must provide a short resume of their time with the association detailing her/his experience, their vision for the association and a recent photograph; these resumes will be distributed to all Chapter Chairpersons for discussions within the Chapters prior to the election at the designated Delegates Council Meeting.
- (iv) Nominations can be for any of the specific positions that will be vacated at the scheduled Delegates Council Meeting or can be submitted to cascade from the most senior position being filled, to that of National Councillor, this must be noted in the Nomination Form.
- (v) The election of new office bearers will take place within one (1) month, preceding the association Annual General Meeting (AGM), with these new office bearers, being position 'elect', until the first meeting of the National Management or Delegates Council meeting to take place after the AGM.
- (vi) Nominations from the floor will not be permitted unless there are no officially received nominations for an individual position (see point (ii) above) or if a nominated member is not endorsed by popular vote of the Delegates Council. In this circumstance no proxy votes will be counted, only Delegates in attendance will be entitled to vote.

#### **REGULATION 2.4**

The National Management Council may appoint a paid CEO or any other paid management/advisory position on a needs basis provided at all times that the Association has the means to finance such positions.

#### **REGULATION 2.5**

The National President may call an extra meeting of the Delegates Council at such time as he or she thinks fit but must do so upon the written request of five (5) Delegates. Such written request must state the business proposed to be transacted at the meeting and this shall be incorporated in the notice convening the meeting, which shall provide not less than 7 day notice of the meeting. No business other than that stated in the notice shall be transacted at the requested meeting.

### **3. POWERS OF THE NATIONAL MANAGEMENT COUNCIL**

#### **REGULATION 3.1**

Subject to the Articles and these Regulations, the National Management Council is empowered to make rules in respect of the following matters:

- A. the constitution and administration of committees of the National Management Council;
- B. the delegation of powers of the National Management Council;
- C. the election and tenure of office bearers
- D. procedures at meetings of the National Management Council;
- E. the appointment of alternate Delegates where Delegates are unable to attend meetings of the Delegates Council;  
and
- F. media releases and publicity in respect of issues concerning the BDAA.

#### **REGULATION 3.2**

No National Management Councillor, Delegate, employee or Advisor shall enter into or purport to enter into any agreement, lease, covenant or contractual obligation of any kind on behalf of the Association unless it relates to the

provision of goods or services required in the normal day to day operations of the Association and has the approval of the National Management Council.

### **REGULATION 3.3**

Each Chapter Council shall ensure that the policies of the Association are implemented within the Chapter and shall conduct itself in a manner consistent with those policies.

## **4. NOTICES TO BE SENT TO NATIONAL MANAGEMENT COUNCIL**

### **REGULATION 4.1**

Copies of Chapter Committee Minutes, where required, are to be forwarded to the National Management Council on a regular basis.

## **5. CHAPTER FORMATION**

### **REGULATION 5.1**

- A. Any group of five (5) or more financial Members of the Association may apply in writing to the National Management Council to form a new Chapter. No fewer than four (4) of such members must be eligible voting Members.
- B. A Chapter must cover a defined geographical region.
- C. A Chapter may be formed by dividing an existing Chapter into two (2) or more parts
- D. All adjoining Chapters must give prior approval.
- E. In the event of the proposal being rejected, the proponents of the new Chapter may request to have the matter considered and decided at the National Delegates Council.

### **REGULATION 5.2 CHAPTER CLOSURE**

- F. Any Voting Member may apply in writing to the National Management Council for the closure of a Chapter.
- G. Closure of a Chapter is subject to a majority vote at a Chapter General Meeting duly and properly convened by the National Management Council for the purpose within three months of the receipt of the application for closure
- H. Reasons for the closure of a Chapter:
  - (i) A majority vote of Chapter members
  - (ii) Operating contrary to the Articles of Association
  - (iii) Operating contrary to a reasonable National Management Council directive
  - (iv) Bringing the Association into disrepute
  - (v) Insufficient number of members (fewer than five).

### **REGULATION 5.3 CHAPTER MEETINGS**

There is no hard and fast rule on the number of meetings a Chapter must hold each year but there is an expectation that regular Chapter meetings be held and these should be either monthly or bi-monthly with at least 6 meetings in a year.

The meetings may be held by any means including teleconferences but at least one meeting must be a face to face meeting.

Refer to the Chapter Manual

## **6. FINANCIAL**

### **REGULATION 6.1**

All income and expenditure of the Association shall be defined as either core or program. The category that a particular item will fall into will be determined from time to time by the National Management Council.

### **REGULATION 6.2**

Approved core expenditure will be funded in whole by an allocation by the National Management Council for that expenditure. Program expenditure will be self-funding.

### **REGULATION 6.3**

Each year the National Management Council shall set aside an amount into a Reserve Fund (for nonrecurring expenditure as approved by the National Management Council). The amount set aside from income each year to these funds will be determined by the National Management Council and the balance of the fund shall be carried forward from year to year.

### **REGULATION 6.4**

The Association's accounts and banking shall be maintained and kept in such manner as the National Management Council may require. In this regard, all accounting entities shall comply with the accounting, financial and administrative requirements of ASIC.

### **REGULATION 6.5**

The National Management Council will maintain the Association's accounts in such a manner that separate surplus and loss reports are produced monthly for each entity and these reports shall be produced in a consistent manner.

### **REGULATION 6.6**

Under the Associations accounting, finance and audit arrangements, the National Management Council will appoint an Auditor and consultant Accountant as required under ASIC reporting procedures.

### **REGULATION 6.7 - EXPENDITURE PROTOCOL**

The following tables list the expenditure protocols to be observed for Association expenditure:

<b>DISCRETIONARY</b>		
Type	Value	Authority
Petty Cash	Up to \$100	Office Staff
Office Supplies/Stationery etc.	Up to \$500	Office Staff
Office Supplies/Stationery etc.	Over \$250	Office Manager
Postage	As Required	Office Staff
Utilities – Phone/Electricity	As required	Office Staff under delegated authority
Rent	As required	Office Staff under delegated authority

Travel/Accommodation	On application	Executive Officer
Venue Hire for Branch Meetings	On application - Up to \$350 per Branch on a needs basis. (Excludes catering)	Executive Officer
Office equipment and repairs	Up to \$500	Office Staff

<b>NON – DISCRETIONARY (Where possible should be included in Budget forecast)</b>		
Membership Subscriptions		Executive approval required
Conference Bookings		Executive approval required
Seminars/Training		Executive approval required
Sponsorships		Executive approval required
Capital Equipment		Executive approval required
Design Awards	As Budgeted	Executive approval required

## **7. MEMBERSHIP CLASSES**

### **REGULATION 7.1 – MEMBERSHIP CLASSES**

The membership of the Association shall consist of any or all of the following classes and/or any such class(es) as may be adopted from time to time:

<b>ASSOCIATES (Non-Voting)</b>	<b>MEMBERS (Voting)</b>	<b>MERITORIOUS (Voting)</b>
1 Student	4 Full Practice	9 Fellow
2 Associate	6 Full Member	10 Life
3 Practice	7 Chartered	
5 Corporate	8 Retired (Full, Chartered)	
11 Honorary		
12 Affiliate		

### **REGULATION 7.2 – DEFINITIONS OF CLASSES**

#### **Category 1 - Student Member (Non Voting)**

Student Members shall be persons who are resident in Australia and, in accordance with the Regulations, enrolled in an approved building design course of study leading to the academic qualification requirements for the category of Member.

- A. A person may be admitted as a “Student Member” of the Association if that person:
- (i) Is a Full Time Student at TAFE, University or other recognised institution, or
  - (ii) Is an Apprentice or Trainee in accord with Government Regulations, and
  - (iii) Does not receive a full adult wage or salary; or
  - (iv) Is a student in a Building Design (or similar) Module, but is not a principal or employee.

- (v) Has his/her application approved by the Membership Committee;
- B. Note: A person studying a Post Graduate Course is not a "Student" for the purpose of these Rules.
- C. A Student Member shall:
  - (i) Not be entitled to participate on a Chapter Management Committee;
  - (ii) Not represent a Chapter on the Delegates Council;
- D. A person may remain a Student Member for a period of one full Membership Year after graduation or cessation of being a Student, and shall then be automatically upgraded to Associate Member.
- E. Nothing in the Rules shall prevent a person, being a Student Member from applying to upgrade to Full Member at any time.

**Category 2 – Associate Member (Non Voting)**

Shall be a person who is employed or practising in the building design profession but has not fully met all the requirements necessary to be admitted as a full member.

- A. A person may be admitted as an "Associate Member" of the Association if that person:
  - (i) Is a person in a building related industry, or is a nominated representative of a company, firm or business in a building design or building related industry, and satisfies the Membership Committee of his/her commitment to the ideals of the Association; or
  - (ii) Is a person working as a Building Designer.
  - (iii) Has his/her application approved by the Delegates Council.
- B. An Associate Member shall:
  - (i) Be entitled to participate on a Chapter Management Committee;
  - (ii) Not represent a Chapter on the Delegates Council;
- C. A person whose Membership is contingent upon Clause A. (i) shall always remain an Associate Member;
- D. Other Associate Members having suitable qualifications and/or experience shall be automatically upgraded to Full Member after having completed one full Membership Year as an Associate Member;
- E. Nothing in the Rules shall prevent a person, being an Associate Member of suitable qualifications and/or experience, from voluntarily upgrading to Full Member at any time.

**Category 3 – Practice Member (Non Voting)**

Persons who qualify for Practice Membership are also either a partner or an employee of a business or corporation that provides building design services and is in the control of a Full or Chartered Member of BDA Australia. An Applicant must include a letter or email on company letterhead from this Full or Chartered Member confirming this. This is in addition to the requirements listed below.



In the event of a cessation of such employment or business arrangement described above, the Practice Member must advise BDA Australia immediately upon this occurring and will be required to upgrade to Associate or Full Membership at the next renewal period.

Practice Members are not entitled to the following:

- (i) Vote or hold a Chapter Council Management Committee position
- (ii) Not eligible to hold a position on the National Council of BDA Australia
- (iii) Practice Members will not have access to the BDA Australia Practice Notes
- (iv) Practice Members are not eligible to use the BDA Australia Logos or other items deemed unavailable by the National Committee, developed by BDA Australia for the exclusive use for Chartered Members, Full Members or Full Practice Members.

- A. Upon application, a Practice Member may be upgraded to Full Practice or Full Member of the Association after satisfying the relevant entry conditions and payment of the full prescribed fee (there being no fee reduction available) of that Membership class.
- B. Nothing in the Rules shall prevent a person, being a Practice Member, from remaining as such indefinitely, whilst the employment or business arrangement described in the definition is maintained.

#### **Category 4 – Full Practice Member (Voting)**

A person may be admitted as a “Full Practice Member” of the Association if that person: fits the criteria of Full Membership but is also either a partner or an employee of a business or corporation that provides building design services and is in the control of a Full or Chartered Member of BDA Australia. An Applicant must include a letter or email on company letterhead from the Full or Chartered Member confirming this. This is in addition to the requirements listed below.

In the event of a cessation of such employment or business arrangement as described above, a Practice Member must advise BDA Australia immediately, and will be required to upgrade to Associate or Full Membership at the next renewal period.

To make an Application for Full Practice Membership, the following items are required to be submitted with the online Full Membership Application:

NOTE: In some states, to practice as a Building Designer, a License or being Registered is a mandatory requirement. In this instance all that is required to be submitted with online application for Full Membership, is a copy of that current License or Registration.

- A. If you do not hold a current License or Registration, the following documentation is required to be submitted with your online Full Practice Membership Application:
  - (i) Full working drawings and specifications of two recently completed projects that were authored by the Applicant or carried out under the Applicant's direct supervision
  - (ii) Completed Declaration of Authorship (which can be found in Become a Member on our website)
  - (iii) Evidence of completion of appropriate tertiary qualifications in architectural technology or approved equivalent
  - (iv) Evidence of a minimum of two years experience in the building design profession. This can be supplied in the way of a short resume outlining your experience.
  - (v) Certificate of Currency of Professional Indemnity Insurance

- B. A Full Practice Member shall be required to:
- I. participate in a recognised CPD Programme and
  - II. maintain Professional Indemnity (PI) Insurance.
- C. A Full Practice Member shall:
- (i) Have voting rights at both Chapter and National levels;
  - (ii) Be entitled to participate on a Chapter Management Committee;
  - (iii) Be entitled to represent a Chapter on the Delegates Council;
  - (iv) Be entitled to hold office on the Chapter and National Delegates Council.
- D. Upon application, a Full Practice Member may be upgraded to Full Member of the Association after payment of the full prescribed fee (there being no fee reduction available) of that Membership class.
- E. Nothing in the Rules shall prevent a person, being a Full Practice Member, from remaining as such indefinitely, whilst the employment or business arrangement described in the definition is maintained.

**Category 5 – Corporate Member (Non Voting)**

A Corporate Member shall be an entity in a building design or building related industry or service.

- A. An entity (corporation, company, business, etc.) may be admitted as a Corporate Member of the Association if that body;
- (i) is an entity in a building design or building related industry;
  - (ii) actively supports and promotes the objects of the Association;
  - (iii) has the application approved by the Membership Committee
- B. An entity may be afforded Corporate Membership upon entering into an agreement to become a Corporate Partner with the Association.
- C. An entity may be afforded Corporate Membership as an integral part of fulfilling the Association's obligation(s) under the terms of an agreement between that entity and the Building Designers Association of Australia Ltd.
- D. A Corporate Member will receive the benefits of membership as published or agreed, and/or as amended from time to time
- E. A Corporate Member may nominate its representative(s) to be included on any/all Association mailing lists

**Category 6 – Full Member (Voting)**

Members shall be persons who meet the entry criteria for admission to the Full Member class of the Association.

- A. A person may be admitted as a "Full Member" of the Association if that person:
- (i) Has suitable qualifications and/or experience including appropriate tertiary qualifications in architectural technology or approved equivalent and a minimum of 2 year's experience in the building design profession.

- (ii) Voluntarily upgrades from Associate Member, and
  - (iii) Has his/her upgrade application approved by the Membership Committee.
- B. A Full Member shall be required to:
- (i) participate in the Association's CPD Programme and
  - (ii) maintain Professional Indemnity (PI) Insurance.
- C. A Full Member shall:
- (v) Have voting rights at both Chapter and National levels;
  - (vi) Be entitled to participate on a Chapter Management Committee;
  - (vii) Be entitled to represent a Chapter on the Delegates Council;
  - (viii) Be entitled to hold office on the Chapter and National Delegates Council.
- D. Upon application, a Full Member may be upgraded to Chartered Member of the Association after satisfying the relevant entry conditions of that Membership class.
- E. Nothing in the Rules shall prevent a person, being a Full Member, from remaining as such indefinitely irrespective of his/her ability to satisfy the relevant provisions of Chartered Membership.
- F. A person who is licensed to practice as a building designer in those States that have a licensing/registration regime that includes the requirements of CPD and PI Insurance shall be classed as a Full Member.

**Category 7 - Chartered Member (Voting)**

A Chartered Member shall be a person who satisfies the Delegates Council of significant expertise and commitment to the building design profession in the areas of:

- Indemnity of professional activities
- Ongoing professional development
- Professional practice standards
- Relevant practical experience

- A. A person may be admitted as a "Chartered Member" of the Association if that person:
- (i) Satisfies the Association's requirements for Continuing Professional Development Programme (CPD) in an industry, or recognised equivalent, recognised system for a minimum of one Membership Year; and
  - (ii) Has suitable qualifications and/or experience; and
  - (iii) Has held Full Membership for a minimum of five (5) Membership Years; and
  - (iv) Has his/her upgrade application approved by the Membership Committee.
- B. To maintain Chartered Membership, a Member shall:
- (i) Maintain the requisite level of CPD, and

- (ii) Hold suitable Professional Indemnity (PI) Insurance.
- (iii) Comply with these requirements if he/she holds Fellow and/or Life Membership.
- (iv) Be exempt from these requirements if he/she holds Retired or Retired Life Membership;

C. A Chartered Member shall:

- (i) Have voting rights at both Chapter and National levels;
- (ii) Be entitled to participate on a Chapter Management Committee;
- (iii) Be permitted to represent a Chapter on the Delegates Council;
- (iv) Be entitled to hold office on the Chapter and Delegates Council.

#### **Category 8 - Retired Member (Voting)**

A Retired member shall be any member who has retired from active practice and wishes to remain an Association member. Retired Members retain all the rights of the class of membership that they belonged to immediately prior to their retirement.

- A. Any member upon retirement may retain his/her membership status on the payment of the prescribed annual membership fees.
- B. Retired Members have voting rights appropriate to his/her membership classification.
- C. A Retired Member shall:
  - (i) Be entitled to participate on a Chapter Management Committee;
  - (ii) Not represent a Chapter on the Delegates Council

#### **MERITORIOUS TITLES**

##### **Category 9 - Fellow Member (Voting)**

Shall be a Member who in the opinion of the Delegates Council, on the advice of the Chapter Council, or nomination by a Full Member, has rendered notable contribution to the Association and the building design profession and is deemed worthy of the honour of Fellow.

- A. Persons of eminence whom the Association wishes to honour for services to building design or for distinction in associated fields may be elected as a "Fellow" by a two-thirds majority vote of the Delegates Council.
- B. Notice of Nominations for Fellow Member are to be accompanied by an endorsement of the Chapter of the nominated Member outlining the contribution the Member has made to the Chapter or Association as a whole.

Note: Fellow Members are expected to uphold the Association's Code of Ethics in a manner befitting their status as setting an example for other Members to aspire to.

**Category 10 - Life Member (Voting)**

Shall be a Fellow who in the opinion of the Delegates Council has rendered additional exceptional contribution to the Association and the building design profession and is deemed worthy of the honour of Life Member.

- A. A Jury, consisting of an active BDAA Life Member, a senior staff member, and an independent person affiliated with the BDAA shall assess a nomination from a Full Member, Chapter or the Delegates Council that a Fellow Member, on account of meritorious service, be elected to Life Membership. The Jury will carefully assess the probity of the nominated Fellow Member before making a final recommendation.
- B. The Delegates Council, following receipt of a recommendation from the Jury, would then endorse the recommendation by a two-thirds majority vote of the Delegates Council.
- C. Every such Life Member shall be entitled to all privileges and subject to all financial duties of a member during his/her lifetime, save those of payment of subscriptions, levies or any other monetary dues.
- D. Any such Life Member may use the letters appropriate to his/her membership classification with the word (Life) suffixed hereto.

Note: Life Members are expected to uphold the Association’s Code of Ethics in a manner befitting their status as setting an example for other Members to aspire to.

**OTHER CLASSES**

**Category 11 - Honorary Member (Non Voting)**

Honorary Members shall be persons who have made a significant and long term contribution to the BDA, or other persons having a strong affiliation with the BDA. Honorary Membership may only be awarded by agreement from Delegates Council.

The Delegates Council may recommend to an Annual General Meeting of the Association that a non-member be elected to Honorary Membership in recognition of and appreciation to non-members for voluntary or paid service to the Association or to persons of eminence whom the Association wishes to recognize as a member. Following receipt of such nomination the person may be elected as an Honorary Member of the Association by a two-thirds majority vote of members present at the Annual General Meeting or General Meeting. Every such Honorary Member shall be entitled to all privileges and subject to all duties of a member during his/her lifetime, save those of payment of subscriptions, levies or any other monetary dues.

**Category 12 – Affiliate Member.**

Refer to Membership Form

**REGULATION 7.3 - SUFFIX LETTERS – MEMBERSHIP CLASSES**

The following classes of membership may use suffix letters (post-Nominal) as follows:

<b>Category</b>	<b>Suffix</b>
Student	None
Associate Member	None

<b>Category</b>	<b>Suffix</b>
Practice Member	None
Corporate Member	BDAA (Corporate)
Full Member	BDAA (Member)
Chartered Member	BDAA (Chartered)
Retired Member	BDAA (Retired)
Fellow Member	BDAA (Fellow)
Life Member	BDAA (Life Fellow)
Honorary Member	BDAA (Honorary)
Affiliate Member	None

**REGULATION 7.4 - MEMBERSHIP APPLICATIONS**

- A. Every application for Membership of the Association shall be made on-line through the **bdaa.com.au** website application facility, providing all information the National Management Council shall from time to time shall prescribe.
- B. The National Management Council shall appoint a Membership Application Sub-Committee in accordance with the Articles of Association to process membership applications.
- C. The Membership Application sub-committee's determination of an applicant's membership class will be based entirely upon the documentation presented. The Committee may decide to request further information to be submitted.
- D. The determination of the membership class of the applicant will at all times remain at the total discretion of the Membership Application sub-committee
- E. The following guidelines shall form the assessment process for membership applications:

**Student Member**

The applicant will forward documentary evidence of their enrolment in a suitable building design course. The Membership Committee shall verify the course enrolment prior to signing off the application.

**Full Member**

The applicant is asked for documentation for at least two different projects with the following information included:

- Client Brief - or a demonstration of how this process was achieved.
- Sketches - or demonstrate competency in this process.
- Working Drawings (full sets) - demonstrate role in producing documents for which one is responsible.
- Specification and Addenda
- Employment History - showing work experience
- Educational History
- Referees and References
- Signed Declaration

Assessment is in the following categories:

- Education and Qualification

- Work Experience
- Portfolio of self-authored work
- Professional Competency

Up to 25 points is applied to each category giving a total of up to 100 points. To become a Full Member an applicant must achieve a minimum total of 60 points. The achievement of 60 points must be from three of the above categories.

When assessing an application, the following is to be considered:

1. Education and Qualification

Relevant education and qualifications can all be awarded points on merit;

- The Certificate IV of Building Design Drafting (or equivalent) would be given 15 points
- The Diploma of Building Design (or equivalent) would be given 20 points.
- The Graduate Certificate of Building Design (or equivalent) would be given 30 points.
- The Graduate Diploma of Building Design (or equivalent) would be given 40 points

With the inclusion of other education and qualifications, the points would be greater.

2. Work Experience

Five years relevant work experience would be given 20 points. With more experience the points would be greater, with less experience and relevancy the points lower accordingly. (+ or - 4 points per year of experience up to a maximum of 20 points)

3. Portfolio

With the inclusion of a portfolio that demonstrates self-authored work, over a range of BCA Classes, worthy of being presented as a Portfolio would be given 20 points.

4. Professional Competency

An applicant managing a practice would be given 20 points. With a long history in practice, with a large practice or specialisation and professional competence, the points allocated would be greater (up to a maximum of 30 points).

The allocation of points is determined by the information submitted.

In any given category if no information is provided then points cannot be allocated to this category.

Applications must qualify for at least 60 points.

## **8. MEMBERSHIP FEES**

### **REGULATION 8.1 - MEMBER FEES**

The applicable Membership Fee for each class of membership shall be determined by the Delegates Council from time to time (as per Article 30) and shall be remitted directly to the Delegates Council.

	<b>BDAA Fee (incl GST)</b>	<b>Application Fee</b>	<b>Total Fee</b>
Student	Free	n/a	\$0
Associate	\$395	\$100	\$495
Full Member	\$595	\$100	\$695
Full Practice Member	\$295	\$100	\$395

	<b>BDAA Fee (incl GST)</b>	<b>Application Fee</b>	<b>Total Fee</b>
Chartered	\$695	n/a	\$660
Fellow	Current status fee	n/a	
Retired	\$95	n/a	\$95
Life	FREE	n/a	
Practice Member	\$145	n/a	\$145
Corporate	On Application	n/a	
Affiliate	\$195	n/a	\$195

- A. Corporate memberships are variable and can be negotiated on a "one off" basis as appropriate.
- B. For new Members joining the BDAA, the Membership Fees are payable fully within the quarter with the subsequent year charged on a pro rata basis.

**REGULATION 8.3 - APPLICATIONS AND UPGRADES**

- A. There shall be no Application Fee applied to a person applying for Student Membership.
- B. The Application Fee for a person applying for other classes of Membership shall be as determined by the National Management Council from time to time.
- C. There shall be no Upgrade Fee applied, be it for either an automatic or voluntary upgrade, providing that such Membership Upgrade shall transpire upon the event of Membership Renewal.
- D. The general Upgrade Fee which shall apply at all other times of the Membership Year, and to all Membership Classes, shall be as determined by the National Management Council from time to time.
- E. Notwithstanding the provisions of the above Clauses, there shall be no Upgrade Fee applied to a Student upgrading to Member at any time.

**REGULATION 8.4 - MEMBERSHIP CERTIFICATES**

Membership certificates for the BDAA to be presented as follows:

- A. Student Membership Certificate to be issued to Student Members
- B. Membership Certificates be presented to Full Members, Chartered Members, Fellows, Life, Retired Members and Non-Practising Members
- C. Membership Certificates be presented to Honorary Members
- D. A Corporate Membership Certificate be issued to Corporate Members
- E. Practice, Associate or Affiliate Members will NOT be issued with a Certificate

**REGULATION 8.5 - MEMBERSHIP YEAR**

The Membership Year shall be 1st July – 30th June.



## REGULATION 8.6 – MEMBERSHIP RENEWAL TIMELINE

ACTIVITY		8 WEEK PERIOD		
Renewal invoices sent out	1st May			
Payment Due		1st July		
Reminder Notice			31st July	
Membership Cancellation Notice				31st August

- F. This allows an eight week period from the due date for payment of subscriptions after which time (31st August) a member would become un-financial and be removed from the membership register.
- G. If this were to occur, a member may be reinstated without penalty (payment of an application fee) if he/she were to become financial again with one month after being deregistered.
- H. If they miss this cut-off date, then they would need to reapply for membership and pay the appropriate Membership Application fee.

## 9. CPD COMPLIANCE

### REGULATION 9

Continuing Professional Development Booklets must be endorsed and submitted within 60 days with membership renewal applications or membership may be downgraded or be terminated. Members need to ensure that CPD Books are endorsed by the Chapter Council by the end of June to enable the Summary Sheet to be returned with the Membership renewal subscriptions. The Summary Sheet is also to be sent to the CPD Director by 31st July, in each calendar year.

(This regulation applies to all voting members from 1st July 2016)

Note: For members in those States that require CPD for licensing and/or registration, the State licensing authority's requirements will override the above Regulation and it will be accepted that a Member has fully complied with Regulation 9.

## 10. PROFESSIONAL INDEMNITY INSURANCE

### REGULATION 10

Copies of Professional Indemnity Insurance Currency Certificate is to be forwarded with membership applications and/or membership renewal payments. (This regulation applies to all members from 1st July 2019)

## 11. THE BDA LOGO

### REGULATION 11

#### 11.1 - USE OF THE BDA LOGO BY THE ASSOCIATION

##### 11.1.1 - INTRODUCTION

The Building Designers Association of Australia Logo is recognised and respected throughout Australia. The National Management Council and Members shall ensure that the Logo is utilised in a professional manner in all applications.

### **11.1.2 - OBJECTIVES**

The National Management Council shall:

- A. Promote recognition of the BDA Australia Logo to industry, government and public alike
- B. Foster the use of the BDA Australia Logo amongst eligible members
- C. Promote the Association and the BDA Australia Logo at every opportunity
- D. Utilise the BDA Australia Logo on all Association stationery
- E. Utilise the BDA Australia Logo on all promotional material
- F. Utilise the BDA Australia Logo on the Association's web site
- G. Ensure that at all times the BDA Australia Logo is displayed in a thoroughly professional manner

## **11.2 - USE OF THE BDA AUSTRALIA LOGO BY MEMBERS**

### **11.2.1 - INTRODUCTION**

The Building Designers Association of Australia Logo is recognised and respected throughout Australia. Members are encouraged to display it in their advertising and promotion on drawings, business cards and letterheads – this will not only provide great benefit to the member, but further the promotion of the Association and all other members.

### **11.2.2 - OBJECTIVES**

Members' use of the BDA Logo shall:

- A. Promote the BDA Australia Logo to industry, government and the public alike
- B. Promote the Association, the BDA Australia Logo and the members themselves
- C. Provide a professional image of members
- D. Reinforce the value of Association Membership to industry, government, and the public alike
- E. Provide a respected and recognisable hallmark for industry, government and the public alike
- F. Foster further use of the BDA Australia Logo by other eligible members

### **11.2.3 - MEMBERSHIP CLASSES**

Members of the following classes ONLY are permitted to use the BDA Australia Logo:

- A. Members (including Full Life, Fellow and Retired)
- B. Chartered Members (including Life, Fellow and Retired)
- C. Corporate Members and Sponsors

Members in ALL OTHER membership classes are NOT permitted to use the BDA Australia Logo in any circumstances.

## **11.2.4 - GUIDELINES**

### **GENERAL**

- A. The Logo must only be used by a member in the promotion of his/her own business
- B. The Logo must at all times be subservient to the member's and/or company name
- C. The words "Member" or "Member of" should be placed adjacent thereto
- D. It **MUST** be clear that the document is produced by the member (not the Association)
- E. If desired, the Logo may be used alone without the usual accompanying lettering

### **LETTERHEADS**

- A. Maximum height of 13mm
- B. Generally, the Logo should be placed at the bottom of the sheet; however, it may be placed elsewhere
- C. The Logo **MUST ALWAYS** remain subservient to the member's and/or company name
- D. The Logo shall **NEVER** be placed at top centre

### **DRAWINGS**

- A. Maximum height 25mm
- B. The Logo **MUST ALWAYS** remain subservient to the member's and/or company name

### **ADVERTISING**

- A. Note especially the requirement for the words "Member" or "Member of" to accompany the Logo
- B. The Logo **MUST ALWAYS** remain subservient to the member's and/or company name
- C. Be aware of your obligations under the Trade Practices Act 1974
- D. Be aware that your advertising reflects on all members of the Association